

COORDINATOR OF INFORMATION

Number: [REDACTED] Revised
Issued: 12/20/41
Effective: 12/20/41

SUBJECT: SECURITY REGULATIONS

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The provisions of Administrative Instructions No. [REDACTED] of October 20, 1941, are hereby rescinded.

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[REDACTED] has been designated as Security Officer for the offices of the Coordinator of Information as set forth in Administrative Order [REDACTED], and he will supervise the enforcement of Security Regulations. The Security Office is located in the North Building, Extension 459.

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The following Security Regulations are hereby issued for the compliance of all persons attached to the offices of the Coordinator of Information.

Nothing in these regulations shall relieve any individual from his duty of maintaining the inviolability of material within the offices of the Coordinator.

1. IDENTIFICATION

- a. All employees and all personnel attached to the offices of the Coordinator will wear conspicuous identification at all times while in the offices of the Coordinator. Personnel in uniform of the armed services of the United States will display identification badges or cards upon entering or leaving the buildings of the Coordinator, or when called upon for identification. This conspicuous identification will consist of one of the following:

(1) Photographic Badges:

Photographic badges will be furnished to all permanent employees and members of the Coordinator's staff. The Security Officer will issue these badges to individuals as soon as they are prepared and he will obtain the temporary badge previously issued.

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(2) *Temporary Badges:*

(Note: Visitor's Badges may be used to replace Temporary Badges in case the supply of the latter becomes inadequate.)
Temporary badges will be issued by the Security Officer to:

- (a) Newly assigned permanent personnel upon written notification from the Personnel Officer that a person has reported for duty. This notification will indicate the position of the employee and the office in which employed.
- (b) Persons temporarily employed in the offices of the Coordinator upon written notification from the Personnel Officer that a person has reported for temporary duty. This notification will state the position, office in which employed, and expected duration of employment.
- (c) Regularly employed personnel of the Coordinator's office who have inadvertently left their badges at home. Any pass so issued must be turned in to the Security Officer prior to close of work on the day on which issued.

(3) *Visitors' Passes:*

- (a) Army and Navy personnel with gold identification badges or service identification cards, State Department and Federal Bureau of Investigation employees with proper identification will be permitted in the offices of the Coordinator upon displaying such identification. All other visitors will be directed to the receptionist in the North Building for a visitor's pass.

- (b) The receptionist will register each visitor in the Visitors' Log, recording in legible printing, in ink (1) name of visitor, (2) address, (3) person to be visited, (4) purpose of the visit, (5) building in which person to be visited is located, and (6) room number of person to be visited.
- (c) The receptionist, after communicating by telephone with the office to be visited and obtaining the authorization for the visit, will issue to the visitor a numbered visitor's identification pass.
- (d) Guards will examine the visitor's pass at the entrance to the building, and direct the visitor to the office to be visited.
- (e) In the event that the visitor must enter a building other than the one originally visited, the person visited should so notify the guard at the main entrance of the building in which he is located. This guard will then write the name of the next person to be visited and time of departure on the back of the visitor's pass.
- (f) Upon completion of business in the offices of the Coordinator, the visitor should surrender his visitor's pass to the guard at the main entrance of the last building visited. The guard will record the time of departure on the back of the pass.
- (g) At the close of working hours each day, the guards will turn in all collected visitor's passes to the receptionist.
- (h) The receptionist will report to the Security Officer each morning any visitor's pass that has not been turned in from the previous day.
- (i) Solicitors and peddlers will not be permitted in the offices of the Coordinator.

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- (j) In order to facilitate the entry of visitors having appointments with officials of the Coordinator, it is requested that the various secretaries notify the receptionist (Extension 754) of all scheduled appointments and the time of the appointment. In this way visitors listed with the receptionist will be relieved of some of the regular entrance procedure.
- (4) *Night, Sunday, and Holiday Passes:*
A Night, Sunday, and Holiday Pass will be issued to each employee whose superior makes written application to the Security Officer, certifying that official duties will require his presence in the offices of the Coordinator outside regular office hours, giving his position, division, and room number.
- (5) *Civil Service Badge:*
Personnel displaying Civil Service Commission special repairman's badges will be permitted to enter and depart from buildings with their tools.

b. *Lost Badges:*

- (1) Employees in offices of the Coordinator should immediately report the loss of identification badges to the Security Office. All guards will be notified immediately and precautions taken to detect illegal use of the lost badge. The report of the loss should be made in writing and contain a sworn statement covering the circumstances of the loss and the efforts made to recover the badge.
- (2) A temporary badge will be issued to the person concerned pending recovery of the lost badge or reproduction of a new photographic badge.
- (3) Any recovered identification badges should be delivered to the Security Office immediately.

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- (4) Due precautions should be taken by all persons to prevent the loss of identification badges.

c. *Unauthorized Use of Identification Badges:*

The use of a badge, or allowance of such use, by any person other than the one to whom issued, is forbidden.

d. *Conspicuous Wearing of Identification Badges:*

All persons observing anyone not displaying proper identification should immediately notify the nearest guard. The guard will immediately contact the person in question and determine the authority for his presence within the offices of the Coordinator. In order to facilitate the early detection of unauthorized persons, identification badges must be worn where they can be seen readily.

e. *Return of Identification Badges:*

Upon the termination of employment or duty in the Offices of the Coordinator, holders of badges should return them to the Security Officer. In the case of civilian employees, this will be accomplished prior to final settlement. A visitor's pass will be issued to permit final settlement of the employees accounts.

f. *Report of Personnel Changes:*

The Personnel Officer will promptly report to the Security Officer in writing, all cases of personnel changes, giving the names, titles, and nature of changes.

2. *ADMITTANCE AND DEPARTURE:*

a. *During Regular Office Hours:*

During regular office hours all persons displaying proper identification badges and passes will be admitted to and allowed to depart from offices of the Coordinator as follows:

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(1) Employees:

Week days - 8:00 a.m. to 6:00 p.m.
Saturdays - 8:00 a.m. to 1:30 p.m.

(2) Visitors:

Week days - 8:45 a.m. to 6:00 p.m.
Saturdays - 8:45 a.m. to 1:30 p.m.

Visitors whose business requires them to remain in the offices of the Coordinator after the above regular visiting hours will be escorted to the main entrance of the building visited by a regular employee of the offices of the Coordinator.

b. Outside Regular Office Hours:

(1) Employees:

Employees entering and leaving offices of the Coordinator outside of the hours specified in sub-paragraph a. (1) above will be required to exhibit a current Night, Sunday, and Holiday Pass and to sign the guard's register.

(2) Visitors:

Visitors may be admitted outside the above regular visiting hours by members of staff of the Coordinator provided prior arrangements are made for such visits with the Security Officer. In such cases regular visitor's passes will be issued in the usual manner.

3. PROPERTY

a. Government Property:

Government property may not be taken out of the buildings occupied by the offices of the Coordinator unless accompanied by one of the following:

- (1) A "Property Withdrawal Pass" signed by the Security Officer for furniture, office machines, etc. Such passes are usable only on the day indicated and for the property indicated thereon. The pass should be surrendered to the guard who permits the withdrawal; the guard will surrender them to the Security Officer on the next business day following the removal.
- (2) A "Special Property Withdrawal Pass" signed by the Executive Officer, Liaison Officer, Security Officer, Assistant Security Officer or the Director of the Central Information Division in the case of Documents or files marked "Most Secret," "Secret," or "Confidential" unless carried by a courier especially designated to handle such classified material.

b. Employee's Property:

- (1) If the guard is in doubt as to the ownership of an article, he will require that property withdrawal credentials be produced.
- (2) All employees who bring personal property such as books and equipment to their offices for use in connection with their duties shall register such articles with the Security Officer. This will avoid confusion and permit the owner to remove personal property when desired.

c. Visitor's Property:

- (1) Visitors may not carry brief cases, packages, or other property in or out of the offices of the Coordinator unless such property has been registered on the Visitor's pass, or unless the visitor has obtained a property pass from the Security Office.
- (2) Brief cases, packages, and other property not required by the visitor during the course of his visit should be checked at the reception desk.

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4. HANDLING OF MATERIAL:

a. Description of "Free Matter" and "Classified Matter":

Correspondence, documents, maps, plans, models, etc., will be considered as being divided into two general categories to be known as "Free Matter" and "Classified Matter." Only those persons who are specially authorized may handle "Classified Matter."

(1) Free Matter:

Free Matter is that matter whose existence or contents, or both, are known, or may be made known to the general public and requires no special safeguarding.

(2) Classified Matter:

Classified Matter is all other matter and will be divided into four categories as follows:

- (a) Most Secret:** Intended only for the use of the Coordinator of Information.
- (b) Secret:** Of such nature that its disclosure might endanger the national security, or cause serious injury to the interest or prestige of the Nation or any government activity thereof.
- (c) Confidential:** Of such nature that its disclosure, while not endangering the national security, would be prejudicial to the interest or prestige of the Nation or any government activity thereof.
- (d) Restricted:** Of such nature that its disclosure should be limited for reasons of administrative privacy; or is matter not classified as confidential because the benefits to be gained by a lower classification outweigh the value of the additional security obtainable from the higher classification.

b. *Responsibility:*

The responsibility for the protection of classified material rests upon each person who has knowledge or custody of it. Any person who has knowledge or suspicion, that classified material has been compromised, should report the facts immediately and fully in writing to the Director of the Central Information Division, the Liaison Officer, and the Security Officer.

c. *Storage of Classified Matter:*

When not actually in the hands of an authorized custodian, Secret and Confidential matter should be stored in a first class safe or vault equipped with a combination lock. The combination will be known only by persons authorized to have that information.

d. *Telephone Conversations:*

Classified matter should not be discussed nor mentioned over the telephone.

e. *Reproduction of Classified Matter:*

For purposes of security all requests for reproduction of "Secret", "Confidential", and "Restricted" material must be cleared through the Central Information Division of the Research and Analysis Branch. The Central Information Division of the Research and Analysis Branch is charged with the responsibility of enforcing security regulations in connection with the reproduction of all "Secret", "Confidential", and "Restricted" matter.

5. *SECURITY OF OFFICES:*

- a. Office desks, safes, and filing cabinets will be fitted with locking devices and should be kept closed and locked whenever the custodian is not present.
- b. Wherever the security of any office, or material within that office, requires that the door be kept locked it should be appropriately marked and kept locked at all times when unoccupied.

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- c. A member of each office should be designated by the office supervisor to inspect all desks, file cabinets, and safes to insure that they are locked at all times when the office is unoccupied. A list of the names of persons so designated should be furnished the Security Officer by branch directors and division chiefs for their respective branches or divisions.
- d. Guards will inspect all unoccupied offices after the close of working hours and report all unlocked desks, file cabinets, and safes to the Security Officer, whose office will take immediate steps to correct such conditions.

SECURITY OF BUILDINGS AND GROUNDS:

- a. The policing and security of the buildings and grounds of the offices of the Coordinator are functions of the Public Buildings Administration. The guards provided by that agency operate for the Coordinator, but under their own officials.
- b. The general duties of the guards are:
 - (1) To apprehend suspicious looking or unauthorized persons.
 - (2) To report open safes, filing cabinets, and doors that should be locked.
 - (3) To prevent the unauthorized removal of articles from the building.
 - (4) To prevent the entry of unauthorized persons into buildings of the Coordinator.
 - (5) To detect and report fire and other hazards.
- c. Fire regulations and safety precautions are functions of the Public Buildings Administration.
- d. All orders for the guard will be sent to the Captain of the Guard via the Security Officer.

7. TRAFFIC CONTROL

- a. Parking within the area of the Public Health Institute Buildings, 25th and E Streets, N. W., will be by permit only.
- b. Only vehicles engaged in official business or conveying persons to and from the offices of the Coordinator will be permitted to enter the area occupied by those offices.
- c. Parking permits will be issued by the Security Officer.

8. PRECAUTIONS:

- a. Loose talk in public places, over the telephone, in the home, at a party, or anywhere else, may bring disastrous results, the magnitude of which could only be weighed by what happened to be at stake.
- b. Any person or persons who may be found divulging either consciously, or unconsciously, any confidential matter will be discharged, prosecuted, court-martialed, or otherwise dealt with as the case warrants.
- c. All violations or acts of non-compliance with Security Regulations should be reported immediately to the Security Officer.

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